



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**

**BASAR**

**Nirmal District , Telangana -504107**


**Ref: RGUKT-B/Proc/Stationery/T08/2017, dated.02.08.2017**

**NOTICE INVITING TENDERS**

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed tenders (two bid system) for Rate Contract for supply of stationery items to RGUKT, Basar located in Nirmal District of Telangana State.

Description	:	Rate Contract for supply of stationery items
NIT No	:	RGUKT-B/Proc/stationery/T08/2017
Processing Fee	:	<b>Rs.1000/- (Non-refundable)</b> (in the form of DD in favour of The Director, RGUKT, Basar, payable at Basar)
EMD	:	<b>Rs.15,000/-</b> (in the form of DD in favour of The Director, RGUKT, Basar, payable at Basar)
Contract value	:	<b>Rs.5,00,000/- (Approx)</b>
Bid Validity period	:	1 Years
<b>Last date for submission</b>	<b>:</b>	<b>17.08.2017 by 02:00PM</b>

**News paper advertisement:**

	<p><b>RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES, BASAR, NIRMAL DISTRICT, TELANGANA-504107</b></p>
<p>Tenders are hereby invited from interested and eligible bidders for Annual Rate Contracts i) for printing and supply of Answer Booklets ii) supply of Stationery items to RGUKT-Basar.</p>	
<p>Last date for receipt of bids along with required documents is 17.08.2017 till 02:00PM. For further details please visit our website: <a href="http://www.rgukt.ac.in">www.rgukt.ac.in</a></p>	
<p><b>Date:02.08.2017</b></p>	<p><b>Sd/- Director</b></p>

1. Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed tenders (single bid system) for award of Annual Rate Contract for supply of Stationery items (**List of Items at ANNEXURE-B**) to RGUKT, Basar located in Nirmal District of Telangana State, for a period of one year from the date of award of contract(depends on the requirements may be extended). The approximate cost of order value will be an amount of Rs.5,00,000/- for one year. Interested bidders are requested to submit the competitive offer for the items strictly as per the instructions and terms & conditions mentioned in the tender document.
  
2. The quotations must be accompanied with the following:
  - a. Bidder information sheet (Annexure-A)
  - b. Price offer (ANNEXURE-B)
  - c. Non refundable Processing fee of Rs.1000/- (Rupees Five Hundred only) in the form of DD from any Nationalized Bank, drawn in favour of The Director, RGUKT, Basar, payable at Basar.
  - d. Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees Ten thousand only) in the form of DD from any Nationalized Bank, drawn in favour of The Director, RGUKT, Basar, payable at Basar.
    - i. The EMD of the successful bidders will be converted into Performance Security Deposit, which shall be refunded at the end of the contract.
    - ii. The EMD of the unsuccessful bidder shall be returned after award of contract.
  - e. Registration Certificate from Competent Authority.
  
3. RGUKT reserves the right to reject any/all tender(s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.
  
4. The conditions of the Contract:
  - a. The rates mentioned shall be valid though out the contract period.
  - b. The contract period is initially for a period of one year, and extendable further one more year, basing on satisfactory performance.
  - c. The goods/items should be supplied within 03 (three) days from the date of issue of purchase order.
  - d. The items shall be delivered to RGUKT Basar on door delivery basis. Unloading of items and delivery to the store place shall be responsibility of the firm.

- e. The supplier will be liable to replace the rejected/damaged stores within 03 days (as per the instructions of RGUKT).
  - f. The bidder must confirm in writing that the goods supplied by them shall be as per specification of goods and of Superior Quality as mentioned in the tender enquiry and in case goods of inferior quality supplied by them, the contract shall be cancelled and goods shall be purchased from the L2 quoting firm or market, and the difference in price would be recovered from L1 supplier.
  - g. The payment shall be made through RTGS transfer on receipt of triplicate invoice along with advance stamped receipt.
  - h. The contract may be placed on one or more than one firm depending upon rates and other factors i.e.L1 rates, quality of the products etc.
5. The covers should be super scribed as “Tender for Annual Rate Contract for supply of Stationery”.
  6. The sealed quotations should reach the institute latest by **17.08.2016 by 02:00PM.**
  7. Submission of the tender will signify the acceptance of all the terms and conditions of the contract. It will not be obligatory for the institute to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any bidder.
  8. Besides the items mentioned, if any other office stationery items, please quote the prices in a separate list.

**7. Address for sending of sealed tenders:**

Procurement Section, Omega(ω)-11,  
RGUKT- Basar,  
Nirmal District, Telangana -504107.  
Call:8919908978/9441186881.

**Sd/-  
Director**

## ANNEXURE-I

### The bidder information sheet:

1	Name of the organization	
2	Year of establishment	
3	Complete postal address	
4	Name & Designation of Authorized person	
5	Phone No.	
6	Fax No.	
7	Email	
8	Nature of the firm (Proprietary/partnership/etc...)	
9	<b>Bank Details of the Agency:</b>	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
10	PAN No.	
11	TIN No.	
12	GST No.	

**Check List (Technical Bid)**

S.No.	Description	Enclosed or not?	Pg. No.
1	Bid Processing Fee of Rs.1000/-		
2	EMD for Rs.15,000/-		
3	Bidder Information Sheet		
4	Registration certificates under relevant State/Central Laws		
5	Copy of PAN CARD		
6	GST No		

**Annexure - B**  
**Price Bid**

Name of the Agency/Bidder: M/s. \_\_\_\_\_

Sl No	Name Of the Items	Brand	UOM	Unit Price (Inclusive of taxes)
1	Color Paper Legel Size	Superior Quality	REAM	
2	Executive Bond Papers	Superior Quality	REAM	
3	A3 Paper bundiles	Superior Quality	REAM	
4	Gel Pens blue	(Add Gel)	10 Piece PKT	
5	Gel Pens(Green)	(Add Gel)	10 Piece PKT	
6	Damper Pads	Superior Quality	each	
7	Cello Tapes (White) 1"	Superior Quality	PKT	
8	Cello Tapes (White) 2"	Superior Quality	PKT	
9	Cello Tapes (Brown) 1"	Superior Quality	PKT	
10	Cello Tapes (Brown) 2"	Superior Quality	PKT	
11	Notice Bord Pins(Plactic nob)	Superior Quality	PKT	
12	No.2 Registers	Superior Quality	each	
13	No.3 Registers	Superior Quality	each	
14	No.5 Registers	Superior Quality	each	
15	Parmanent Markers	Camel	PKT	
16	CD Markers	Camel	PKT	
17	Pencils	(Natraj/Apsara)	PKT	
18	White board Markers Re-filling Ink (blue)	Camel	PKT	
19	White board Markers (blue)	Camel	PKT	
20	Paper Cutter	Superior Quality	each	
21	Spiral Binding Machine (A3 - 52 size)	Abhishek/kent/ Oddy/namibind	each	
22	Spiral Springs All Sizes	Superior Quality		
a	10 mm		PKT	

b	15mm		PKT	
c	20mm		PKT	
d	25mm		PKT	
23	Spiral Covers	Superior Quality	PKT	
24	Drawing Sheets		ream	
25	Fevi Sticks	Camel	box	
26	Plastick Folders	Superior Quality	PKT	
27	Envolope Covers A4 Size(11 x 14)	Superior Quality	PKT	
28	Envolope Covers Size(11x15)	Superior Quality	PKT	
29	Cloth Covers(11x14)	Superior Quality	PKT	
30	Cloth Covers(11x15)	Superior Quality	PKT	
31	Coading Machine Ink(red)	Superior Quality	box	
32	Coading Machine Sponge	Superior Quality	pkt	
33	Table Calling Bells	Camel	each	
34	Iron Scales	Camel/Natraj	each	
35	Plastic Scales	Camel/Natraj	each	
36	Pens Stands	Superior Quality	each	
37	Rubber bands(3")	Superior Quality	1/2kg	
38	Rubber bands(2")	Superior Quality	1/2 kg	
39	Whitener Pens	camel	each	
40	Gum bottles	Camel (150 ml)	each	
41	Wooden Dusters	Superior Quality	each	
42	Agni Blue Pens	Agni	PKT	
43	Agni Red Pens	Agni	PKT	
44	Agni Black Pens	Agni	PKT	
45	Staplers	(Kangaroo-HD-45)	each	
46	Staplers	(Kangaroo-10)	each	
47	Stapler Pins (24/6,26/6)		box	
48	Punching Machine	(Kangaroo DP-600)	each	
49	DVDs	(Sony 4.7GB)	box	
50	flags(Past-It Notes)	size: 1x3 and 1x1	PKT	
51	Paper Weight (Glass)	Superior Quality	box	
52	Paper weight (Rubber)	Superior Quality	box	
53	Stamp Pads	(Ashoka Self Ink)(110mmX70mm)	each	
54	Stamp Pads	(Ashoka Self Ink)(160mmx97mm)	each	
55	Lion Pins			
56	File tags(Long length)	Superior Quality		
57	Sharpners	(Natraj/Apsara)	pkt	
58	Erasers	(Natraj/Apsara)	pkt	
59	Laegal Paper(70GSM) (500 pages)		Bundle	
60	A-4 Papers(70GSM) (500 pages)		Bundle	
61	Camel Gum bottiles(100ml)	Camel	each	
62	File Boards (10 PIECE )	Superior Quality	PKT	

63	Rexin Box Files (SRS9865)	Superior Quality	each	
64	Rexin Box Files (SRS9821)	Superior Quality	each	
65	L- Folders (A4 Size)	Superior Quality	box	
66	L- Folders (Legal Size)	Superior Quality	box	
67	Stock Register No.2	Superior Quality	each	
68	Stock Registers No.3	Superior Quality	each	
69	Stock Registers No.5	Superior Quality	each	
70	Scissors	Superior Quality	each	
71	Plastic Trys	Superior Quality	each	
72	Plastic with four Rows	Superior Quality	each	
73	Water Bottles (1 ltr)	Superior Quality	each	
74	Scribbling Pads-5	Superior Quality	each	
75	Sketch Pens	Superior Quality	PKT	
76	Binder Clips 12mm	Superior Quality	PKT	
77	Binder Clips 19mm	Superior Quality	PKT	
78	Binder Clips 32mm	Superior Quality	PKT	
79	Binder Clips 41 mm	Superior Quality	PKT	
80	Business Card Holder Cover-120 cards holding capacity with index A4 Size	Superior Quality	each	
81	Business Card Holder Cover-240 cards holding capacity with index A4 Size	Superior Quality	each	
82	Gems Clips (Plastic coated)	Superior Quality	box	
83	Gems Clips (Stainless Steel) Small	Superior Quality	box	
84	Gems Clips (Stainless Steel) Large	Superior Quality	box	
85	Graph Sheets Semi Log)	Superior Quality	ream	
86	Graph Sheets(Normal)	Superior Quality	ream	
87	Highlighters	Superior Quality	PKT	
88	In Ward,Out Ward Registers	Superior Quality	each	
89	Spiral Covers	Superior Quality	PKT	
90	Sketch Pens	Superior Quality	PKT	
91	Polister Thread	Superior Quality	pkt	
92	Executive Folders	Superior Quality	box	
93	Envolope Covers(A4 Brown)	Superior Quality	box	

**Note:** The prices quoted are inclusive of all taxes, duties, transportation, loading and unloading charges.

**Signature of the bidder**